



Believe, Succeed, Together

Learning Support Assistant Job Description

Post: Learning Support Assistant (LSA)

Salary: £23,988 FTE, Actual salary £19,202

Contract type/term: Permanent, Term time only, 35 hours per week

Responsible To: SENCO

Purpose of Job:

To enable pupils' access to learning by supervising and assisting pupils (one to one and in small groups) across a wide range of activities and supported learning activities. To promote the development of the physical and mental well-being of pupils as directed by a teacher.

Specific Responsibilities:

- Support and assist the pupils in accordance with their timetable whilst in school.
- Help the pupils learn effectively on their own and in a group and develop the pupils' self-esteem, encourage independence and self-reliance.
- Establish good working relationship with students.
- Provide support for pupils with SEND on a 1:1 basis or in small groups.
- Prepare and/or modify resources to support pupils with SEND in accessing the curriculum.
- Develop knowledge of the particular needs of pupils with SEND and seek advice from the SENCO and class teacher as required.
- Provide positive reinforcements, praise and rewards to pupils with SEND.
- Be patient, flexible and innovative in supporting the needs of pupils with SEND.
- Facilitate inclusion in small group activities with peers' support interaction between them.
- Maintain accurate records of pupils with SEND.
- Work effectively with other adults in the Academy and wider community.
- Respect and maintain confidentiality but adhere to the safeguarding protocols of information sharing where necessary.
- Attend in service training and relevant meetings relevant to the post in order to keep up to date with developments in working with children with special educational needs.
- To understand and apply school policies in relation to health, safety and welfare
- Attend relevant school meetings as required

The duties above are neither exclusive nor exhaustive and the postholder may be required by the Principal to carry out the appropriate duties within the context of the job, skills and grade.



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Person Specification

Qualifications and Experience

- Have a GCSE (minimum grade C or level 4), 'O' Level (Pass) or equivalent qualification in Mathematics and English (essential).
- Successful experience working with children in a school/early years environment.
- Educated to NVQ Level 2 in learning support/early years, NNEB or equivalent qualification/experience would be an advantage
- Good reading and writing skills
- Good numeracy skills
- Knowledge of basic ICT to support learning
- Ability to write basic reports

Communication

- Ability to use clear language to communicate information unambiguously
- Ability to listen effectively
- Overcome communication barriers with children and adults

Working with children

- Understand and implement the school's behaviour management policy
- Ability to understand and support children with developmental difficulty or disability
- Good understanding of the school curriculum
- Ability to assess progress and performance
- Understand and support the importance of physical and emotional wellbeing

Working with others

- Understand the role of others working in and with the school
- Understand and value the role of parents and carers in supporting children
- Ability to work effectively with a range of adults
- Ability to follow instructions accurately

Responsibilities

- Good organisational skills
- Ability to remain calm under pressure
- Ability to manage own time effectively